

## Termination notice for Non-Degree Graduate Students

This notice is to inform you that, because of your academic performance, you are subject to Academic Termination from your non-degree graduate program. Any non-degree graduate student who receives grades of “F” in two courses or nine credit hours of unsatisfactory grades qualifies for termination from Mason. The policy applies to all graduate courses taken while a non-degree graduate student at Mason (See current [University Catalog](#)). Note that this is the university minimum standard: individual schools or colleges may have more restrictive standards.

Students wishing to appeal the Academic Termination status should act immediately. Appeals must be submitted in writing and must be received in the academic dean’s office within ten days of this e-mail notification. Appeals must be approved by both your academic dean and the Associate Provost for Graduate Education. Such approval is entirely within their discretion; it is neither automatic nor guaranteed, and must be well-justified.

Questions on the appeal process should be directed to your dean’s office. A list of deans by college is available at the [Registrar’s web site](#). Select Students, then Academic Standing, then Deans and Directors to find the appropriate contact information for your school.

Students who do not appeal or whose appeals are denied will be terminated. A notation of “Termination” will be added to the transcript, and any enrolled courses for the next semester will be administratively dropped. Students who have paid for those classes should request a tuition refund through Student Accounts.

Sincerely,

Office of the University Registrar